



SEWERAGE AND WATER BOARD OF NEW ORLEANS

January 31, 2019

Strategy Committee
Sewerage and Water Board of New Orleans
New Orleans, Louisiana

Subject: Monthly Human Resources Activity Report for the Period January 1 – January 31, 2019

Dear Directors:

Please find below an account of various Board human resources activities for the period January 1- January 31, 2019. This monthly snapshot is presented to keep you abreast of the progress and challenges related to the Board's ability to hire and retain the best qualified candidates.

Human Resources Activities

Beginning Vacant Positions: Approx. 247 (Reconciled number plus new 2019 budgeted positions)

Ending Vacant Positions: 251

New Hires: 14

Resignations: 11

Retirement: 1

Retirement Eligible (Not in DROP): Report unavailable at this time

DROP Program Participants: 107

- Beginning Balance: 109
- New Member(s): 1
- Member(s) Removed: 3

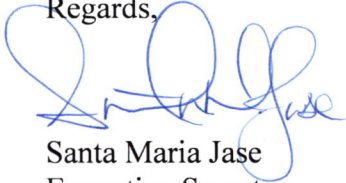
Promotions: 12

Disciplinary Actions: 20

- Demotions: 0
- Rehabilitations: 0

- Reprimands: 9
- Suspensions: 8
- Terminations: 3

Regards,



Santa Maria Jase
Executive Secretary
Human Resources Department

Attachments:

Monthly Activity Report
Resignation Analysis
DROP Summary

January Monthly Activity Report

DATE	ACTION	JOB TITLE	REASON
New Hires:			
1/7/2019		Laborer	
1/21/2019		Laborer	
1/21/2019		Laborer	
1/31/2019		Legal Administrative Assistant	
1/7/2019		Management Development Analyst I	
1/7/2019		Management Development Analyst I	
1/7/2019		Material & Store Supervisor	
1/21/2019		Networks Maintenance Technician I	
1/21/2019		Networks Maintenance Technician I	
1/21/2019		Networks Senior Maintenance Technician II	
1/7/2019		Office Assistant II	
1/7/2019		Office Assistant II	
1/21/2019		Office Assistant II	
1/7/2019		Office Assistant Trainee	
Total	14		
Resignations:			
1/2/2019		Auditor	Accepted Employment Outside of Civil Service
1/12/2019		Environmental Enforcement Technician I	Accepted Employment Outside of Civil Service
1/27/2019		Office Assistant II	Accepted Employment Outside of Civil Service
12/29/2018		Utilities Plant Worker	Accepted Employment Outside of Civil Service
1/14/2019		Laborer	Avoided Disciplinary Action
12/28/2018		Utilities Plant Worker	Avoided Disciplinary Action
1/10/2019		Laborer	Left City
1/28/2019		Networks Maintenance Technician I	Other (Job Abandonment)
1/5/2019		Equipment Operator I	Promoted to the City
1/28/2019		Office Assistant II	Transferred to the City
12/29/2018		Principal Engineer	Transferred to the City
Total	11		
Retirements:			
1/1/2019		Steam Plant Engineer II	
Total	1		
DROP:			
Started DROP			
1/11/2019	Added DROP	Networks Master Maintenance Technician II	
Total	1		
Ended DROP			
12/31/2018	Ended DROP	Laboratory Technician III	

1/3/2019	Ended DROP	Legal Administrative Assistant	
1/12/2019	Ended DROP	Office Assistant IV	
Total	3		
Promotions:			
1/21/2019		Networks Maintenance Technician II	
1/21/2019		Networks Maintenance Technician II	
1/14/2019		Networks Master Maintenance Technician I	
1/14/2019		Networks Senior Maintenance Technician II	
12/31/2018		Office Assistant I	
12/31/2018		Office Assistant IV	
1/21/2019		Office Support Specialist	
1/21/2019		Office Support Specialist	
1/21/2019		Power Dispatcher III	
1/10/2019		Pumping Stations Supervisor	
1/16/2019		Utility Services Manager	
12/31/2018		Utilities Trade Specialist II	
Total	12		
Disciplinary Actions:			
1/16/2019	Reprimand	Administrative Support Supervisor I	Inappropriate Workplace Behavior
1/15/2019	Reprimand	Networks Maintenance Technician I	Job Abandonment
1/17/2019	Reprimand	Pumping Plant Operator	Neglect of Duty
1/23/2019	Reprimand	Pumping Plant Operator	Sleeping on Post
1/15/2019	Reprimand	Pumping Plant Operator	Violation of Attendance Policy
1/28/2019	Reprimand	Steam Plant Engineer II	Inappropriate Workplace Behavior
1/15/2019	Reprimand	Utilities Plant Worker	Sleeping on Post
1/2/2019	Reprimand	Utilities Plant Worker	Violation of Attendance Policy
12/28/2018	Reprimand	Utilities Plant Worker	Violation of Attendance Policy
12/14/2018	Suspension	Laborer	Fighting/Reasonable Suspicion
1/16/2019	Suspension	Laborer	Failed a Condition of Employment
1/14/2019	Suspension	Networks Maintenance Technician I	Violation of Attendance Policy
1/3/2019	Suspension	Office Assistant Trainee	Reasonable Suspicion
1/18/2019	Suspension	Pumping Plant Operator	Reasonable Suspicion
12/14/2018	Suspension	Utilities Maintenance Technician I	Fighting/Reasonable Suspicion
1/15/2019	Suspension	Utilities Master Maintenance Technician I	Neglect of Duty/Job Abandonment
1/18/2019	Suspension	Utilities Plant Worker	Reasonable Suspicion
1/11/2019	Termination	Laborer	Unwilling/Unable to Perform Work
1/30/2019	Termination	Networks Maintenance Technician I	Unwilling/Unable to Perform Job Duties
1/18/2019	Termination	Water Service Inspector I	Failed Working Test Period/Job Abandonment
Total	20		

Human Resources Hiring Activities

January 2019

Month	Year	New Hires	Resignations	Terminations	Ended DROP	Retirement
January	2019	14	11	3	3	1
Totals		14	11	3	3	1

14 New Hires

129% Left (18 Employees)

Human Resources Hiring Activities

January 2018

Month	Year	New Hires	Resignations	Terminations	Ended DROP	Retirement
January	2018	19	6	2	1	0
Totals		19	6	2	1	0

19 New Hires

47% Left (9 Employees)

Hiring Classifications

January 2019

Month/Year	City-Wide	SWB	Direct Hire	Unclassified	Total Positions
January 2019	7	3	4	0	14
Total Hires	7	3	4	0	14

City-Wide	50%
SWB	21%
Direct Hire	29%
Unclassified	0%

Hiring Classifications

January 2018

Month/Year	City-Wide	SWB	Direct Hire	Unclassified	Total Positions
January 2018	7	7	2	3	19
Total Hires	7	7	2	3	19

City-Wide **37%**
SWB **37%**
Direct Hire **11%**
Unclassified **15%**

Hiring Categories for 2019

Position Type	Number of Positions	Percentage
Administrative/Professional:	7	50%
Operational/Technical:	7	50%
Total Hires for 2019:	14	100%

Administrative/Professional	
Position	Number of Positions
Legal Administrative Assistant	1
Management Development Analyst I	2
Office Assistant II	3
Office Assistant Trainee	1
Operational/Technical	
Position	Number of Positions
Laborer	3
Material & Store Supervisor	1
Networks Maintenance Supervisor	2
Networks Senior Maintenance Technician II	1

Resignations for January 2019

Date	Reason	Job Title
1/2/2019	Accepted Employment Outside of Civil Service	Auditor
1/12/2019	Accepted Employment Outside of Civil Service	Environmental Enforcement Technician I
1/27/2019	Accepted Employment Outside of Civil Service	Office Assistant II
12/29/2018 *	Accepted Employment Outside of Civil Service	Utilities Plant Worker
1/14/2019	Avoided Disciplinary Action	Laborer
12/28/2018 *	Avoided Disciplinary Action	Utilities Plant Worker
1/10/2019	Left City	Laborer
1/28/2019	Other (Job Abandonment)	Networks Maintenance Technician I
1/5/2019	Promoted to the City	Equipment Operator I
1/28/2019	Transferred to the City	Office Assistant II
12/29/2018 *	Transferred to the City	Principal Engineer

Reason	# of Resignations	% of Total Resignations
Accepted Employment Outside of City Civil Service	4	36.4%
Avoided Disciplinary Action	2	18.1%
Continued Education		
Employee Health		
Left City (Relocated)	1	9.1%
Other Reasons	1	9.1%
Returned to School		
Transferred and/or Promoted to the City	3	27.3%
Unknown		
Work-Related (Environment)		
Total	11	100%

*Employees resigned in December; however, the resignations are reflected in January.

DROP SUMMARY REPORT

TITLE	START	END	TIME REMAINING (yrs)	AVG TIME REMAINING (YRS)	TOTAL EMPLOYEES ON DROP
				2.79	107
PUMPING AND POWER PLANT OPR	2/1/2014	2/1/2019	0.00		
PUMPING AND POWER PLANT OPR	3/1/2014	3/1/2019	0.08		
PUMPING STATIONS SUPV ASST	3/1/2014	3/1/2019	0.08		
WATER PURIFICATION OPERATOR 4	6/4/2014	6/4/2019	0.34		
EQUIPMENT OPERATOR 2	9/1/2014	9/1/2019	0.58		
OFFICE ASSISTANT 3	10/1/2014	10/1/2019	0.67		
NETWORKS MAINTENANCE TECH 1	10/30/2014	10/30/2019	0.75		
NET SENIOR MAINTENANCE TECH 1	10/31/2014	10/31/2019	0.75		
PUMPING PLANT OPERATOR	11/1/2014	11/1/2019	0.75		
AUTOMOTIVE MAINT. TECHNICIAN	12/1/2014	12/1/2019	0.83		
ADMIN. SUPPORT SUPERVISOR 4	12/15/2014	12/15/2019	0.87		
NET SENIOR MAINTENANCE TECH 2	12/19/2014	12/19/2019	0.88		
PUMPING STATIONS SUPV ASST	12/31/2014	12/31/2019	0.92		
NET MASTER MAINTENANCE TECH 1	12/31/2014	12/31/2019	0.92		
STEAM PLANT ENGINEER 2	1/24/2015	1/24/2020	0.98		
Employees within 1 year:				15	
PUMPING STATIONS SUPV ASST	2/1/2015	2/1/2020	1.00		
UTILITY SERVICES ADMINISTRATOR	3/1/2015	3/1/2020	1.08		
SR. OFFICE SUPPORT SPECIALIST	3/28/2015	3/28/2020	1.16		
STEAM PLANT ENGINEER 1	3/31/2015	3/31/2020	1.16		
PUMPING AND POWER PLANT OPR	8/1/2015	8/1/2020	1.50		
FLEET SERVICES MANAGER	8/7/2015	8/7/2020	1.52		
STEAM PLANT ENGINEER 4	9/22/2015	9/22/2020	1.64		
POWER DISPATCHER 4	9/22/2015	9/22/2020	1.64		
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	1.75		
FIELD SERVICE SUPERVISOR	11/1/2015	11/1/2020	1.75		
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	1.75		
CHIEF ACCOUNTANT	11/28/2015	11/28/2020	1.83		
PUBLIC WORKS SUPERVISOR 2	12/2/2015	12/2/2020	1.84		
NET SENIOR MAINTENANCE TECH 2	12/30/2015	12/30/2020	1.92		
NET MASTER MAINTENANCE TECH 1	12/30/2015	12/30/2020	1.92		
PRIN OFFICE SUPPORT SPECIALIST	1/1/2016	1/1/2021	1.92		
AUTOMOTIVE SERVICES SUPERVISOR	1/8/2016	1/8/2021	1.94		
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	1.94		
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	1.94		
UTIL MAINT MASTER SUPERVISOR	1/11/2016	1/11/2021	1.95		
Employees within 2 years:				20	
NET SENIOR MAINTENANCE TECH 1	2/1/2016	2/1/2021	2.01		
NET MASTER MAINTENANCE TECH 1	4/1/2016	4/1/2021	2.17		
NET SENIOR MAINTENANCE TECH 2	6/1/2016	6/1/2021	2.33		
PUBLIC WORKS MAINTENANCE WKR 1	6/4/2016	6/4/2021	2.34		
PUMPING STATIONS SUPV	8/1/2016	8/1/2021	2.50		
PUMPING AND POWER PLANT OPR	8/1/2016	8/1/2021	2.50		
UTILITY SERVICES ADMINISTRATOR	9/1/2016	9/1/2021	2.59		
ADMIN. SUPPORT SUPERVISOR 4	10/8/2016	10/8/2021	2.69		
NET SENIOR MAINTENANCE TECH 1	11/1/2016	11/1/2021	2.75		
PUBLIC WORKS MAINTENANCE WKR 2	11/1/2016	11/1/2021	2.75		
ENGINEER INTERN 2	12/1/2016	12/1/2021	2.84		
SR. OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	2.84		
OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	2.84		
NET MASTER MAINTENANCE TECH 1	12/28/2016	12/28/2021	2.91		

DROP SUMMARY REPORT

PUMPING AND POWER PLANT OPR	12/31/2016	12/31/2021	2.92
SR. OFFICE SUPPORT SPECIALIST	1/2/2017	1/2/2022	2.92
WATER PURIFICATION OPERATOR 4	1/2/2017	1/2/2022	2.92
PUMPING AND POWER PLANT OPR	1/3/2017	1/3/2022	2.93
WATER PURIFICATION OPERATOR 2	1/5/2017	1/5/2022	2.93
POWER DISPATCHER 3	1/8/2017	1/8/2022	2.94

Employees within 3 years:

20

FIELD SERVICE SUPERVISOR	2/13/2017	2/13/2022	3.04
ADMIN. SUPPORT SUPERVISOR 2	2/28/2017	2/28/2022	3.08
AUTOMOTIVE SECTION SUPERVISOR	3/1/2017	3/1/2022	3.08
ADMIN. SUPPORT SUPERVISOR 4	3/1/2017	3/1/2022	3.08
ENGINEER	4/1/2017	4/1/2022	3.17
NETWORKS MAINTENANCE TECH 2	4/1/2017	4/1/2022	3.17
ADMIN. SUPPORT SUPERVISOR 4	4/1/2017	4/1/2022	3.17
NETWORKS ZONE MANAGER 2	4/13/2017	4/13/2022	3.20
NET MASTER MAINTENANCE TECH 1	5/1/2017	5/1/2022	3.25
STEAM PLANT ENGINEER 1	6/1/2017	6/1/2022	3.33
NET SENIOR MAINTENANCE TECH 1	6/1/2017	6/1/2022	3.33
NETWORKS MAINTENANCE TECH 2	6/1/2017	6/1/2022	3.33
ENGINEER INTERN 2	6/20/2017	6/20/2022	3.39
NETWORKS MAINTENANCE TECH 2	7/1/2017	7/1/2022	3.42
NET SENIOR MAINTENANCE TECH 2	7/1/2017	7/1/2022	3.42
PUBLIC WORKS SUPERVISOR 4	7/1/2017	7/1/2022	3.42
MATERIAL AND STORES SUPV	7/3/2017	7/3/2022	3.42
ENGINEERING DIVISION MANAGER	8/1/2017	8/1/2022	3.50
PUMPING AND POWER PLANT OPR	8/1/2017	8/1/2022	3.50
NETWORKS MAINTENANCE TECH 1	10/1/2017	10/1/2022	3.67
WATER SERVICE INSPECTOR 2	10/1/2017	10/1/2022	3.67
NET SENIOR MAINTENANCE TECH 2	10/1/2017	10/1/2022	3.67
PRIN OFFICE SUPPORT SPECIALIST	11/6/2017	11/6/2022	3.77
FACILITIES ENGINEERING SUPV	12/29/2017	12/29/2022	3.91
UTIL METER SERVICES SUPV ASST	1/3/2018	1/3/2023	3.93
WATER PURIFICATION OPERATOR 2	1/7/2018	1/7/2023	3.94
STEAM PLANT ENGINEER 3	1/8/2018	1/8/2023	3.94
PLUMBING INSPECTION SUPV ASST	1/14/2018	1/14/2023	3.96
POWER DISPATCHER 3	1/19/2018	1/19/2023	3.97

Employees within 4 years:

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ADMIN. SUPPORT SUPERVISOR 3	2/1/2018	2/1/2023	4.01
PRIN OFFICE SUPPORT SPECIALIST	2/1/2018	2/1/2023	4.01
BOILER PLANT OPERATOR	2/8/2018	2/8/2023	4.02
PUMPING AND POWER PLANT OPR	2/8/2018	2/8/2023	4.02
ADMIN. SUPPORT SUPERVISOR 1	5/1/2018	5/1/2023	4.25
PUMPING AND POWER PLANT OPR	5/1/2018	5/1/2023	4.25
AUTOMOTIVE MAINT. TECHNICIAN	5/1/2018	5/1/2023	4.25
DRAINAGE & SEWERAGE PUMP SUPV	5/1/2018	5/1/2023	4.25
NET SENIOR MAINTENANCE TECH 1	6/1/2018	6/1/2023	4.33
NET SENIOR MAINTENANCE TECH 2	6/1/2018	6/1/2023	4.33
ENV ENFORCEMENT TECHNICIAN 2	6/1/2018	6/1/2023	4.33
MAINTENANCE ENGINEER	6/2/2018	6/2/2023	4.34
UTILITY SENIOR SERVICES MGR	6/4/2018	6/4/2023	4.34
UTILITY SERVICES ADMINISTRATOR	7/31/2018	7/31/2023	4.50
ADMIN. SUPPORT SUPERVISOR 4	9/1/2018	9/1/2023	4.59
ENGINEERING SPECIALIST	9/7/2018	9/7/2023	4.60
AUTOMOTIVE MAINT. TECHNICIAN	10/1/2018	10/1/2023	4.67
OFFICE SUPPORT SPECIALIST	10/1/2018	10/1/2023	4.67
CHIEF ACCOUNTANT	10/27/2018	10/27/2023	4.74
BUYER 3	12/1/2018	12/1/2023	4.84
PUMPING STATIONS SUPERVISOR ASST	12/10/2018	12/10/2023	4.86
STEAM PLANT ENGINEER 2	12/31/2018	12/31/2023	4.92
	1/11/2019	1/11/2024	4.95

Employees within 5 years:

23

DROP SUMMARY REPORT

JANUARY SUMMARY		
TITLE	EFFECTIVE DATE	ACTION
LABORATORY TECHNICIAN 3	12/31/2018	DELETION
LEGAL ADMINISTRATIVE ASSISTANT	1/3/2019	DELETION
OFFICE ASSISTANT 4	1/12/2019	DELETION
NETWORKS MASTER MAINTENANCE TECH 2	1/11/2019	ADDITION